

# COMPREHENSIVE PLAN UPDATE GRANT APPLICATION\*

See Program Statement for Program Description, Submittal Information and Scoring Criteria  
#G203117

## A. MUNICIPAL INFORMATION

Name of Municipality: Town of Appleton

Contact Name and Information (this is the person who will be contracted regarding the grant award decision, unless you indicate otherwise).

Name and Title:

Suzanne White, Comprehensive Plan Committee Chair and Planning Board Member

Mailing Address:

Town of Appleton, 2915 Sennebec Rd, Appleton, ME 04862

Tel. no.: 845-2303

Fax no.: \_\_\_\_\_ E-mail: agoraco@pivot.net

Name of Municipal Official Authorized to enter into Contracts on behalf of the Municipality:

Name and Title: \_\_\_\_\_

Mailing Address:

Town of Appleton, 2915 Sennebec Rd, Appleton, ME 04862

Tel. no.: 785-4722

Fax no.: \_\_\_\_\_ Email: \_\_\_\_\_

## B. REQUESTED GRANT AMOUNT

State Share: \$ 9,068

Local Share: \$ 4,534

The state grant cannot exceed \$10,000. **The local match must be a 50% match of the state grant.** (Note: The maximum state share is **\$10,000**, so a request for this amount requires a local match of **\$5,000**.)

## C. AUTHORIZATION TO ENTER INTO A CONTRACT

The municipality has authorization to enter into a contract with the State Planning Office for this grant, or "will" have such authorization by June 30, 2003.

## D. MUNICIPAL COMMITMENT TO PROVIDE LOCAL DOLLAR MATCH

Check which of the following applies. Awards will be withdrawn if local commitment is not secured by June 30, 2003.

Funds have already been committed for this purpose (attach warrant article or statement signed by an authorized municipal official); or

Funds "will" be committed on or before June 30, 2003.

Explain: Appleton committed matching funds of \$3,334 at the 2002 Annual Town Meeting toward a Comprehensive Plan Update, see the attached warrant. Appleton will be requesting an additional \$1,200 at the 2003 Annual Town Meeting.

## **E. UPDATE NEED ASSESSMENT**

Appleton (population 1,271) is the northernmost town in Knox County and is located about 15 miles inland from Penobscot Bay, Camden, and Rockland. Appleton is about 30 miles east of Augusta and 60 miles southeast of Bangor.

The Comprehensive Plan Update Committee was established in September 2001 with 15 members representing all regions of town. Members have varied interests including farming, business, property rights, and they represent a wide age range. **The Committee meets monthly and is actively engaged in the planning process. Up to 25 members attend meetings on a regular basis.**

Appleton has always been a community of change. The townspeople look forward to updating their Comprehensive Plan in order to manage future change and to balance that change with preservation.

*Appleton Comprehensive Plan 1992 reviewed*

**Town residents approved the current Comprehensive Plan in 1992.** There is consensus today that the plan must be updated to reflect the changes that have occurred in the past ten years and to look ahead. The 1992 Comprehensive Plan was successful in some ways and not in others. The Town will evaluate, correct and more effectively pursue goals that we did not achieve in our 1992 Comprehensive Plan.

### **Successes**

The 1992 Comprehensive Plan has guided the Town to important successes, including each of the following, which were direct responses to goals, policies, and strategies established in the Comprehensive Plan:

*Transportation* – The position of Road Commissioner was established. The Road Commissioner (an elected official) coordinates road maintenance and upgrade schedules, and other regulatory duties related to the roadways of Appleton. He has championed the cause of a Road Access Management Ordinance.

*Public Facilities and Services* – The Solid Waste Committee was established. It guided the closing of the landfill, the creation of new solid waste ordinances, and helped the Town join the Tri County Solid Waste Transfer Station for Recycling Services.

*Education* – Appleton entered into the Five Town CSD, and participated and supported the building of the Camden Hills Regional High School.

*Fire Department* – The Fire Protection Committee was established. It helped secure a new firehouse, a new fire truck, new equipment and increased training for the volunteer firefighters.

***Land Use* – The Town has enacted numerous land use ordinances in direct response to the 1992 Comprehensive Plan, including:**

1. **Adopted a Floodplain Management Plan**
2. **Updated the Subdivision Ordinance**
3. **Updated the Shoreland Zoning Ordinance**
4. **Adopted a Lot Specification Ordinance**
5. **Adopted a Commercial Development Ordinance**
6. **Adopted a Building Permit Ordinance**
7. **Adopted a Manufactured Home Ordinance**
8. **Adopted a Mobile Home Park Ordinance**

In 2001, the Appleton Assessor re-assessed properties to eliminate inconsistencies and he began to address a tax system that encourages large landowners to maintain the integrity of their properties.

**In 2002, Appleton voters approved the following ordinances in furtherance of the goals of the 1992 Comprehensive Plan:**

1. **Mining Ordinance**
2. **Wireless Telecommunications Ordinance**
3. **Planning Board (Administrative) Ordinance**

*Natural Resources* – A Conservation Committee was established. It educated landowners to preserve and maintain natural resources. It helped create the George’s River Scenic Byway and provided conservation information to the Planning Board. The Committee continued to be actively involved in pursuing conservation opportunities, including conservation easements.

*Local Economy* – There are currently 15 working farms in Appleton, including dairy farms, blueberry farms, sheep and cattle farms, and other “niche” farms.

## **Weaknesses**

*Land Use* - The effects of growth have become a significant issue: **our population grew by 18.9% during the 1990s.** Town records show an increase of 165 homes during this period. The 1992 Comprehensive Plan defined Village Areas (Growth Areas), Rural Areas and Resource Protection Areas. The Plan encouraged development in the Growth Areas. However, there was only one home built in the Village Area during the 1990s. The rest were built in the Rural Areas. Appleton did not implement zoning to delineate the Village Area, Rural Area, and Resource Protection Areas. This failure to implement occurred because of a lack of expertise and impetus, rather than an aversion to zoning. The Town would very much like to change the recent sprawl development pattern observed. Recent leadership in Appleton vigorously pursued the land use ordinances that are listed above. Discussions of implementing various additional ordinances are occurring now. **Therefore, Appleton wants to have a consistent Comprehensive Plan to secure current land use ordinances and future zoning ordinances, and to assure that the Village Area, as defined in 1992, is still adequate and appropriate to accommodate growth and community services in the near future.**

*Housing* – The Census reports that the median home price in Appleton was \$72,100 in 1990 and \$86,000 in 2000. Claritas reports the average home price in 2000 was \$122,518. A recent study by the Knox County Affordable Housing Coalition showed that between 1996 and 2000, the average price of a home increased 22 percent, well above the rate of average salary increase and inflation. The Census shows that the median income for Appleton residents in 1990 was \$25,455 and in 2000 was \$36,615. In 1990, the median household income in Appleton could afford the median price of a house in Appleton. That is not true today. Housing affordability has become a serious concern. Mobile homes or modular homes comprise most new housing because the cost of the existing housing stock is often too expensive for local families to afford. Once a family has invested in a piece of land, often they can only afford a mobile home or modular for their lot. Much of Appleton's housing market growth is due to the influx of new residents who work in Camden, Rockport or Rockland.

### **New Issues**

Much of the issues facing the Town have changed since 1992. The Planning Board wants to have the best planning tool possible to create regulations that reflect the will of the townspeople and their needs. Appleton is ready to update its Comprehensive Plan and prepare for future. The following are some of the new challenges Appleton faces:

*Quarries and Gravel Pits* – **Appleton is under significant pressure by the mining industry to exploit gravel and flat rock deposits in ecologically sensitive areas.** The Town has three flat rock quarries and eight gravel pits. The Town has recently adopted an ordinance to manage and direct mining interests. Appleton is concerned about the effects of mining on ecology and quality of life for residents. Non-residents own all of the quarries and gravel pits. Much of the product is trucked to coastal communities for landscaping.

*Public Facilities and Services* – In 1992, Appleton was a member of SAD 28. In 1998, Appleton joined with four adjoining towns to create the Five Towns CSD. The CSD built the Camden Hills Regional High School. This new school has attracted a number of families to Appleton, since the Town is one of the more affordable communities in the CSD. Between 2000 and 2001, the number of Kindergarten through 8<sup>th</sup> grade students in Appleton increased 7%. The current enrollment of the Appleton Village School is 148. The Town is concerned how this will affect the quality of education, as well as the mill rate. If a new school is needed, Appleton will have to plan accordingly. **The current mill rate supporting education is 14.08, almost 2.5 mills greater than the average mill rate for education statewide.** Much of this difference is due to the costs of the Camden Hills Regional High School.

*Fiscal Capacity* - The current mill rate is 18.75, which is high when compared to towns of similar size in the region. With a valuation of just over \$58 million, any changes to the budget have a significant impact on the mill rate. Expenditures must be conservative. Balancing the mill rate, affordable housing and providing increased services necessary for the growing population is proving difficult. Planning for future expenditures is of utmost importance and the budget committee has begun discussions regarding a Capital Improvement Plan.

Appleton needs a Town Manager to manage the day-to-day business of the Town and assure effective provision of services to the residents. Currently, Appleton shares a Code Enforcement Officer (CEO) with the Town of Warren. The CEO only provides about 8 hours of work a week. A full time CEO is necessary to provide adequate permitting services, as well as to enforce existing ordinances and state regulations. The lack enforcement of local and state ordinances is an issue of concern to residents, who span the political and environmental spectrum of perspectives. There are not enough human resources in Appleton with the experience and expertise to work on these issues alone.

*Natural Resources* - There are few town regulations specifically concerning water quality and water use. Appleton's growing population has placed increasing demands on the water supply. This demand is not simply for drinking purposes, but for landscaping and gardening, and for recreational water use. **Increasing water usage is of immediate concern.** Landscaping companies from adjoining towns have used pumper trucks to draw water from lakes in Appleton during the recent drought. There are no local regulations concerning this practice.

*Transportation* - Traffic through Appleton has increased 30 percent over the past decade. **Industrial truck traffic through Appleton has increased 70 percent.** Trucks use State Route 131 as a bypass to US 1, as well as for lumber and gravel trucks originating from local logging operations and quarries. Currently, there are 11 quarries and gravel pits in Town.

*Housing Maintenance* - Many residents are having difficulty affording improvements to their homes or cannot afford to move to a new home due to the increased cost of housing and taxes. **This leaves many, especially the elderly, living in older homes that are often unsafe and uninhabitable.** Substandard housing is of great concern to residents.

*Land Use* - **Residents are very troubled about the increasing conversion and loss of agricultural land to residential subdivisions.** House lots are being created from agricultural lands for a number of reasons, including increased land values, growing housing demand, high property taxes and assessments. Many farmers can no longer afford to pay property taxes from the income they generate farming. At the same time, consumer desire is greater for larger lots located in rural agricultural areas, rather than village lots.

Over the past ten years, many of the community's gathering places have been lost. Two of the three town general stores in Appleton have closed. Post Office branches in both the Appleton Village Center and the Burkettville section of Appleton have closed. **The loss of these stores and post offices has not only hindered the provision of goods and services to residents, but has more importantly damaged the sense and function of community.** Three remaining unofficial gathering places exist in Town: the Appleton Village School, the Appleton Library, and the last remaining general store in the Appleton Village. The Town has put together a Library Committee to build a new library, not simply to provide library services, but also to maintain a central location for the facility in the Village Area.

Although Appleton's population is increasing, the Town suffers from the loss of local services to regional service centers in larger communities. **Appleton residents are concerned that the**

**Town is losing its sense of community.** Many are troubled about development standards of commercial land uses, including but not limited to ‘big box’ type stores, 24-hour convenience stores, racetracks, and other large-scale facilities. Appleton expects to pursue ordinances regarding lighting (intensity, directional, and hours), noise, and lot size allowances to address these concerns in part.

Despite these challenges, Appleton still has a significant sense of civic involvement and this sense is greater than ever. In the last major election over 750 of the approximately 850 registered voters voted. This level of participation and political will helps to create and maintain great communities such as Appleton.

### **Inventory and Analysis**

The inventory and analysis provided in the 1992 Comprehensive Plan is at least 13 years old. Population and demographic data reflect the 1990 Census and need to be updated with 2000 Census information. Population projections for 2001 were within 50 people of the actual 2000 Census figures. Population projections to 2013 are essential for adequate planning.

The assessed value and fiscal information is from 1990 and needs to be updated to 2003. The valuation has nearly doubled and education costs have increased significantly. Expenditures have changed extensively in response to economic growth pressures.

The quality of roads and bridges has changed significantly since 1990. Appleton has invested in resurfacing and improvements for many local roads and bridges. The evaluation of the system needs is to be updated for the Capital Improvement Plan. Traffic counts from the early 1990s do not reflect current vehicular volumes and patterns, particularly truck traffic.

Housing statistics have changed significantly. **Affordable housing was not an issue when the 1992 Comprehensive Plan was written.** New statistics show that there is now an affordable housing problem in Appleton. This will have a significant impact on the goals, policies and strategies set in the housing section.

Local Economy data range from 13 to 22 years old. The local economy has changed appreciably during this period. Updated information will most likely reflect a significant change in the workforce and potentially some change in the commuting patterns.

The Recreational inventory needs be update and expanded to include additional information for consistency with the Growth Management Act, and for informational purposes in developing goals, policies and strategies.

### **Consistency**

The State Planning Office (SPO) found the 1992 Comprehensive Plan to be inconsistent with the Growth Management Act, in a letter dated November 8, 1991. The objections are summarized

below in italics; with suggested remedies that the Town will incorporate in the Comprehensive Plan Update put after each item.

- a) *“While the plan contains strategies for implementing policies, the most of the strategies do not identify who will be responsible for the task or establish a time line...”*

While the plan has been relatively successful without tasks being assigned and timelines, both will be incorporated in all the implementation strategies of the Update.

- b) *Weak policies and strategies regarding affordable housing*

When the 1992 Plan was written, Appleton did not have an affordable housing problem. The inventory and analysis showed little need for concern for affordable housing issues. Today it is different. In 1990, the median household income could afford the median house price. **In 2000, the average household income could not afford the median priced house: the price of housing is continuing to outpace the increase in income.** Affordable housing will be addressed in detail in the Update.

- c) *Plan needs a Capitol Improvements Plan.*

A Capitol Improvements Plan was never established, a Capitol Improvements Plan will be completed with the Update.

- d) *Plan does not address adequacy of recreational facilities or assessment of need.*

The limited inventory and assessment of recreational facilities was an oversight. Appleton residents are very interested in recreational opportunities and facilities. These resources are an chief reason why many have chosen to live in Appleton. As more and more private property is developed and open space is lost, recreational activities and access become more important, and so will be addressed in a Recreation Section of the Update.

- e) *The plan does not clearly demonstrate protection of lakes and ponds*

Protection of lakes, ponds and water bodies are crucial to the Town. The plan did not adequately put in to words the need to protect theses resources. Nevertheless, Appleton’s actions over the past decade have spoken strongly. **The Update will allow us to be bolder in protecting our natural resources.** We will do this through watershed management planning proposals based on the quality of individual ponds and lakes, and the potential for development in these watersheds.

## **F. UPDATE NARRATIVE**

### **Overall Strategy**

Because of the significant successes and weaknesses, Appleton expects to update and re-evaluate the entire plan. Updated information is expected to present an entirely different picture of many of the issues facing Appleton currently, than were facing the Town in 1992.

Implementation of the Village, Rural, and Resource Protection areas will be primary concern. The 1992 Comprehensive Plan mapped these areas and described the intent of each. However, zoning was not implemented. The Update will focus on the necessity to implement zoning.

**Many new issues, such as quarries, gravel pits, telecommunication towers and others listed above, are high in the community's list of concerns. Appleton understands that any regulation regarding these will need strong support from a state-consistent and locally adopted Comprehensive Plan.** Appleton desires to work with the State Planning Office to develop a consistent Comprehensive Plan.

### **Major Issues to be Addressed**

*Land Use* - Appleton will assign timelines and responsibly parties for implementing land use ordinances. Appleton will continue to update the tax policies and find ways to encourage large lot ownership to remain. Appleton will evaluate and search out ways to make natural resource businesses more sustainable and the village more attractive to live in. **Appleton will establish zoning and other land use policies and ordinances in order to support local general stores, village businesses, and will direct future public facilities into the village.**

*Housing* - Appleton will evaluate methods in the planning process to make more lots in the village center available and affordable. **Appleton will create ordinances that support smaller lots in Village Areas,** and allow mobile homes and modular homes.

*Quarries and Gravel Pits* – Appleton will develop regulations that allow for sustainable use of quarries and gravel pits. **Appleton will limit quarries and gravel pits from certain environmentally sensitive areas,** and will manage traffic from quarries and gravel pits away from village centers and the school where possible.

*Public Facilities and Services* – Appleton will evaluate demographic data and current school capacities to determine future school needs. Appleton will provide a recommended list of school location criteria. If a new school is needed, the Town will work with the CSD to make the school pedestrian accessible and within the growth area.

*Fiscal Capacity* – Appleton will evaluate its current financial status, expected expenses, revenues, and will balance these to create a long term Capital Improvements Plan to provide future budgetary direction.

*Natural Resources* – Appleton will establish regulations regarding drawing water from lakes and ponds. Appleton will establish goals, policies, strategies, and ordinances that protect water quality and quantity, particularly non-point source pollution.

### **Consideration of Smart Growth Principles (shown in italics)**

*1. Maintaining Maine's historic settlement pattern of compact villages and urban centers separated by rural countryside and sustaining a unique sense of place in every community by respecting local cultural and natural features.*

Appleton has a unique sense of place in each of its four distinct neighborhoods. Each of these neighborhoods has areas of dense development as well as rural areas. **These neighborhoods create a sense of place that is unique to Appleton, and at the same time embodies**

**traditional Maine.** The 1992 Comprehensive Plan created a Village Area around the Appleton Village Center. The Update will evaluate the need for a Village Area around the three other centers in Town as well.

*2. Targeting economic and residential growth to compact, mixed use centers in areas with existing or planned infrastructure and services at a scale appropriate for the community and region.*

Appleton has four village centers. None of these centers has the infrastructure now to support compact mixed-use development. **The Comprehensive Planning process will examine Fiscal Capacity to investigate funding the key elements of public water and sewer in all or any of these centers.** Appleton has established a committee to build a new library and has shown interest in a community center. The Town hopes to build these amenities in one of the community centers.

*3. Preserving and creating mixed use, pedestrian-friendly neighborhoods that incorporate open areas, landscaping and other amenities which increase livability.*

Appleton is quickly losing the pedestrian friendly community it once had. This is due to increased traffic on SR 131 and SR 105. There are still a few walkable enclaves, for example Jones Hill, Appleton Ridge, and parts of the Burkettville section of Appleton. Creating neighborhoods in which children can walk to school, and which contain a general store or other unofficial meeting place is important to what the community represents. Preserving existing pedestrian paths and restoring others is high on Appleton's priorities.

*4. Investing public funds and providing incentives and disincentives consistent with the vision expressed in 1, 2, and 3 above.*

Appleton has continuously committed funds to work toward change, as seen in the successes of the 1992 Comprehensive Plan. Funding has been made available for roads, schools, fire protection, solid waste, and comprehensive planning. Currently there is an active Library Committee. The community acknowledges the need for preservation of the town centers and needs to evaluate the options and fiscal opportunities to preserve and enhance them.

*5. Providing choice in the mode of transportation and ensuring that transportation options are integrated and consistent with land use objectives.*

**Pedestrian access and bicycle paths are of the utmost importance to Appleton residents.** The loss of safety and availability of these modes is a great concern. Appleton does not have the population or density to support bus or other mass transit.

*6. Protecting environmental quality and important natural and historic features of the State and preserving large areas of unfragmented wildlife habitat and undeveloped land.*

**Much of the impetus behind the planning process in Appleton has been due to loss of large tracts of land, damage to natural resources and concern over wildlife habitat.** The 1992 Comprehensive Plan delineated a significant portion of the Town as Resource Protection.

*7. Encouraging and strengthening agriculture, forestry, fishing and other natural resource-based enterprises and minimizing conflicts of development with these industries.*

Most industries in Appleton depend in some way on the Town's natural resources. **Many residents depend on Appleton's natural resources, including the jobs provided by 15 working farms.** Much of Appleton is wooded with lands in the tree growth program.

*8. Reinvesting in service centers and in downtowns and village areas, and supporting a diversity of viable business enterprises and housing opportunities in these areas.*

Currently there is an active Library Committee looking at developing a new library in Appleton Village. Ordinances that support a variety of businesses and housing in the village center will be implemented with this Update.

*9. Establishing and maintaining coalitions with stakeholders and engaging the public in the pursuit of smart growth solutions.*

The Town is interested in preserving village centers and rural character. As a part of the Public Participation process, the Comprehensive Planning Committee will continue to contact and gain support from stakeholders. Reaching a consensus on the future of Appleton with the residents and coalitions will not be easy. However, **public participation in the drafting process, and in implementation, is essential to the success of the Comprehensive Plan Update, the implementation of the Plan, and the Town of Appleton's future.**

*10. For municipalities without significant growth pressures and/or rural communities without substantial infrastructure, smart growth involves consideration of the above principles to the extent that they are applicable, and ensuring that development that does occur is accomplished in a manner which enhances the community values, avoids incremental negative impacts, and is consistent with a sustainable and fiscally sound growth pattern.*

Appleton has significant growth pressures as a rural community without substantial infrastructure. **This is creating an urgent situation for us to respond with smart growth measures that can be meaningfully applied to Appleton.**

## **New and Improved**

We expect our new Comprehensive Plan will not only fill the voids left by the previous plan, but will also look forward and use the knowledge we have gained. Implementation of the Village Area map and expanded opportunities supporting the village will most likely be the centerpiece of our Plan. The Resource Protection Area will be another integral and progressive aspect of the Update. Proposed ideas include lot size decreases in Village Areas for affordable housing, regulations regarding drawing water from ponds, and opportunities for pedestrian trails and sidewalks.

**Appleton has successfully implemented many of the strategies of the previous plan. With the next plan, we will establish higher standards and more progressive smart growth type approaches to problems that the Town did not adequately address in the 1992 Plan.**

## **Consistency**

As noted above, the State Planning Office found the 1992 Comprehensive Plan to be inconsistent with Growth Management Law. In a letter from the State Planning Office dated November 8, 1991, the objections (in italics) were as follows, with our proposed remedies after each:

a) *Strategies do not identify who will be responsible for the task or establish a time line...*”

The updated comprehensive plan will assign timelines and responsibility for implementation.

b) *Weak policies and strategies regarding affordable housing.*

Appleton will evaluate and include affordable housing policies and strategies that are stronger. Discussions include, smaller lot sizes in the village, specific policies regarding modular and mobile home construction that support their use as affordable housing and allow for the potential for higher densities such as mobile home parks. Local involvement and support of the Knox County Coalition for Affordable Housing will continue.

c) *Plan needs a Capital Improvements Plan.*

Appleton will develop and include a Capital Improvements Plan.

d) *Plan does not address adequacy of recreational facilities or assessment of need.*

The updated Comprehensive Plan will include a thorough inventory of public recreational facilities, pedestrian and bicycle trails available, as well as list of regional and local opportunities.

e) *The plan does not clearly demonstrate protection of lakes and ponds*

The Town will more clearly establish the goals, policies, and strategies regarding the protection of its lakes ponds and water bodies. Including support for the updated Shoreland Zoning Ordinance, an evaluation of any new land use regulations effect on water quality or quantity, and addressing drawing water from ponds and lakes.

## **G. BUDGET AND WORKPLAN**

### **Budget**

The Town of Appleton requests a Comprehensive Plan Update Grant of \$9,068. Based on discussions with the Mid-Coast Regional Planning Commission (MCRPC), we estimate the cost of the entire comprehensive planning process at \$13,602. Appleton committed to the Comprehensive Plan Update matching funds of \$3,334 at the 2002 Annual Town Meeting (see the attached warrant). Appleton will request the additional \$1,200 at the 2003 Annual Town Meeting. The Town will also provide a significant amount of municipal staff time, as well as photocopying, and mailings, which will surpass significantly the 50 percent match requirement. The table below details funding sources, tasks, estimated costs, and timeframe. The Town wishes to place particular focus on the development of policies, strategies, capital investment and the land use sections of the Plan. **We want to focus the bulk of committee meetings evaluating policies and strategies** rather than the details of the inventory and analysis sections. We also would like to reserve an opportunity to further discuss and revise this work plan after consultation with SPO. Given the State budget shortfall, the Town would be willing to work with the State Planning Office on drafting an Update with a reduced state funding share.

<i>Activity</i>	<i>Budget</i>		<i>Target Completion Date</i>
	<i>State Funds</i>	<i>Local Funds</i>	
Updated inventory and analysis	\$1,000	\$1,000	10/03
Updated draft policies	\$2,000	\$200	01/04
Update land use plan	\$1,700	\$200	03/04
Updated draft implementation steps	\$1,700	\$100	04/04
Public Participation	\$1,600	\$200	Ongoing
Mapping	\$100	\$1,800	08/03
Plan Revisions	\$400	\$500	05/04
Plan printing	\$400	\$300	06/04
Other expenses	\$168	\$234	Ongoing
State Share	\$9,068	NA	NA
Local Share	NA	\$4,534	NA
Total	\$13,602		NA

## **Workplan**

Appleton will complete these tasks in the Update of our Comprehensive Plan:

*Update inventory and analysis* - The planning consultant will research and update the inventory of the Town infrastructure, natural resources, socio-economic data and other data regarding the Town and region. The updated information and data will be reviewed by the Comprehensive Planning Update Committee for accuracy and to evaluate the existing plan for goals, policies and strategies that may or may no longer be consistent with the data and to develop new goals, policies, and strategies.

*Public Participation* - **Public participation has already begun, with well-attended monthly meetings of Committee since 2001.** The Town will provide press releases that include information on the existing Comprehensive Plan, as well as provide a brief education on the planning process and the benefits to the community. **The Town will send a public survey to all property owners and residents in mid-April 2003,** the survey will ask questions regarding the future of Appleton. A public hearing will be held in late May 2003 to receive public comments and to release the results of the survey. The information provided in these meetings, the survey, and data will be used by the Comprehensive Plan Committee to re-evaluate and develop new Goals, Policies, and Strategies for the Town. Once a draft Plan is available, it will be placed at the Town Hall for public review. An Executive Summary will be given to residents. In March 2004, the Town will hold an additional public hearing presenting the draft plan. The Planning Committee, with consultant assistance, will revise the draft plan as appropriate to create the final draft for submittal to the State Planning Office.

*Update Land Use Plan and Draft Implementation Steps* - With the aid of a planning consultant, the Comprehensive Plan Update Committee will establish sub-committees, to working on specific issues within the planning process. The Committee will convene on a monthly basis to

review draft goals, policies and strategies established by the sub-committees. The Committee and the planning consultant will then review the goals, policies, and strategies to ensure they are compatible with one another and consistent with State goals and policies. The Committee will review implementation strategies including:

1. land use regulations
2. a capital improvement plan
3. affordable housing strategies
4. economic development strategies
5. open space
6. shoreland access
7. village preservation
8. environmental protection
9. transportation access management
10. business revitalization strategies
11. public facilities and public health and safety
12. waste management and recycling
13. public education

A preliminary draft of the Updated Comprehensive Plan will be completed by April 2004, and an executive summary will be distributed to the community then.

*Adoption* - Any necessary revisions will be made following the public hearing and receipt of State Planning Office objections and recommendations finding letter. The Town will vote to adopt the new comprehensive plan at a Town Meeting in late August 2004.

#### **H. PLAN FOR PUBLIC PARTICIPATION**

**A Comprehensive Plan that does not reflect the community as a whole will not be successful.** The Town of Appleton Selectmen, Planning Board, and Comprehensive Plan Update Committee all feel strongly that the **public must be an integral part of the planning process.** The Comprehensive Plan Update Committee represents many aspects of the Town as noted above in community support and in readiness. The Town will continue public notification through newspaper releases, postings in the local store and Town Office and public meetings. The Town will make comprehensive planning a topic of conversation in the community, allowing open discussions regarding citizen reservations and suspicions as well as support. Public conversation about the future of Appleton and planning will help to implement the Plan's recommendations.

*Survey* – The Town of Appleton will mail a survey to all residents and property owners within the Town. This survey will be sent in mid-April 2003 (it is already drafted) and includes questions regarding how citizens see the Town, where they see the Town going and planning concerns they may see. The Survey is intended to assure that all residents and property owners may participate in the process, even if they are unable or unwilling to attend public meetings. Results of the survey will be presented in a public meeting.

*Public Meetings* - The Committee will host two public meetings during the planning process as well as have Committee meetings during the process open to the public. The initial public meeting will be held in May 2003, to discuss the survey results and solicit additional input. Another public hearing will present a preliminary draft and executive summary to the Townspeople for review and comment in March 2004. The hearings will be particularly important as means of relaying information between the Committee and residents.

*Comprehensive Planning Library* – A library of materials related to the Comprehensive Plan will be available at the Town Hall including maps, data, draft copies of the plan and other applicable information.

*Website* – A comprehensive planning website is being developed. The site includes an overview of the planning process and the status of Appleton’s planning process, State goals, policies, and links to State websites, a message board, and a space for regular updates.

*Other Publicity* – The Town will provide press releases as necessary to local newspapers as another opportunity to keep residents informed.

*Focus Groups* – Focus Groups have been or will be conducted with representatives of the following groups in the Town of Appleton: the Masons, Veterans of Foreign Wars (VFW), Local Churches, Booster Club, Local Business Owners, and Major Landowners (over 200 acres)

**The Town is unwavering in it’s pursuit to contact and involve all segments of our community to (1) assure that the Comprehensive Plan is as inclusive as possible, and (2) to assure that the Plan is approved in Town Meeting. The Town would be more than willing to hear additional suggestions from the State Planning Office for outreach opportunities.**

**I. CERTIFICATION**

I, the undersigned, certify that, to the best of my knowledge, the information contained in and attached to this application is true and correct and authorize its submittal on behalf of the municipality.

\_\_\_\_\_  
Signature of Municipal Official authorized  
to enter into contracts on behalf of the Municipality

\_\_\_\_\_  
Date